03/20/2008

Asset Utilization - Self Assessment Plan

2003

Purpose:

Conduct a limited Asset Utilization (AU) Self Assessment that is focused primarily on AU compliance with internal procedures.   Evaluate the completeness of the AU procedures and determine if AU is in compliance.

Scope:

Review of AU procedures generated or substantially revised since the completion of the Integrated Safety Management System Verifications that where completed by 2001. The assessment will be conducted on December 16 – 20, 2002.

Assessment Criteria:

The assessment criteria were derived from the need to perform and AU self assessment. AU procedures were written to address AU processes and corrective actions identified during self assessments and in the Integrated Safety Management System Verifications.
Quality Assurance Criteria to be used for this assessment include;

(1) Management.

> Criterion 4:   Documents and Records.
> 1) Documents must be prepared, reviewed, approved, issued, used, and revised to prescribe processes, specify requirements, or establish design.
> 2) Records must be specified, prepared, reviewed, approved, and maintained.

(2) Performance.

> Criterion 5:   Work Processes.
>
> 1) Work must be performed to established technical standards and administrative controls using approved instructions, procedures, or other appropriate means.

(3) Assessment.

> Criterion 9:   Management Assessment.
>
> 1) Managers must assess their management processes.
> 2) Problems that hinder the organization from achieving its objectives must be identified and corrected.

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Approach:

In order to conduct an AU self-assessment, the AU organization will identify AU personnel to lead and participate in the self-assessment. The team leader will be an AU management representative and team members will be identified from each AU organization with support personnel from the AMESH staff.

Team:
Team Leader, ORO Assets Utilization Management Representative,
Team Member, ORO Assets Utilization, Technical Oversight
Team Member, ORO Assets Utilization, Reindustrialization
Team Member, ORO Assets Utilization, Facilities Reuse
Team Member, ORO ESH&EM, Assessment Team or Environmental Management
Team Member, ORO ESH&EM Assessment Team or ORO Operations Division

Work Observations:

No observations will be made, since the assessment is strictly designed to determine AU internal procedural compliance.

Personnel Interviews:

Interviews will be limited to those necessary for discussion of the content and preparation of the procedures and discussions around implementation of the procedures.

Document Reviews:

Review all internal AU procedures. Determine if AU procedures are being implemented. New or revised procedures affecting the safety basis documentation of AU will be reviewed for completeness to ensure the ORO guidance was incorporated into the procedure.

Documentation:

The assessment results will be provided in a written report. The report will document the assessment activities and results, supported by assessment forms. Also the report will be prepared to document any deficiencies and provide a mechanism for AU to track deficiencies until closed. The team leader will be responsible for the development of the self-assessment report and will provide the report to the Assistant Manager for Assets Utilization.

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Training and Qualifications of Team Members: (Biographical Sketch for each member required)   Attachment A

Documentation of the Self-Assessment will be accomplished using the form at Attachment B.

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Attachment B

Example of the TAT Assessment Form

TAT ASSESSMENT FORM Date:_____ **Prepared by:** _____	**Assessment No.** [format:: TAT-Site-Year-##] **TAT -** _____ **-** _____ **-** ____

SITE/OFFICE/PROGRAM: _____   **REQUESTED BY:** _____
<div align="right">[name, job function]</div>

FACILITY/ACTIVITY ASSESSED (List individual elements assessed.):

CRITERION:

DOCUMENTS REVIEWED:	**PERSONNEL CONTACTED: [name, job function]**

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SUMMARY OF ASSESSMENT RESULTS

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PROFICIENCIES AND DEFICIENCIES

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RECOMMENDATIONS/POTENTIAL OPTIONS FOR RESOLVING IDENTIFIED DEFICIENCIES

</div>

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